B. I. NEWS

Volume 1, Number 2 | Boston, Massachusetts | February 1957

IT'S INCOME TAX TIME!

This year, as in the past, the employees of the Beth Israel Hospital will have the privilege of joining their fellow Americans in filing tax returns. Since we have a legal as well as moral obligation to contribute our share of the financial needs of the Federal and State Governments through income tax, we should endeavor to learn and understand the regulations concerning this process.

Recently you received a statement (Form W-2) from the Hospital indicating the amount of salary you were paid during 1956 from the hospital, and the amount that was withheld for income tax and Social Security tax purposes. This statement, plus information concerning other taxable income not subject to withholding, are the basis for your individual tax returns. Here is some basic information about the filing of individual Federal and State returns.

Federal: Every citizen or resident of the United States, whether an adult or minor who had $600.00 ($1,200.00 if 65 years or over) or more of gross income in 1956, must file. A person with less than $600.00 of gross income should file to get a refund if tax was withheld. A married person with income less than her (his) own personal exemption (s) should file a joint return with husband or wife to obtain the smaller tax or larger refund for the couple. You should file as soon as possible and must not file later than April 15th. Your return plus any payment, if one is due, should be mailed to "District Director of Internal Revenue" for the district in which you live.

Estimated Federal: Every citizen or resident of the United States shall make a declaration of his estimated income tax if:

(A) His gross income can reasonably be expected to consist of wages exceeding:

1. $10,000.00 for a head of household or a widow or widower entitled to special rates.
2. $5,000.00 for other single individual or married individuals not entitled to file a joint declaration.
3. $5,000.00 for a married individual entitled to file a joint declaration and the combined income of both husband and wife can be expected to exceed $10,000.

(B) His gross income can reasonably be expected to include more than $100.00 from sources other than wages subject to withholding and to exceed the sum of: (1) $600.00 for each of his exemptions, and (2) $400.00.

Estimated returns must be filed on or before April 15, 1957 with the District Director of Internal Revenue for your district. Your estimated tax may be paid in full with your declaration or in equal installments on or before April 15, 1957, June 15, 1957, September 15, 1957 and January 15, 1958.

State of Massachusetts: Every individual who lives in Massachusetts must file a tax return if:

Continued page 3

BETH ISRAEL INAUGURATES NEW PAGING SYSTEM

Late in December the Hospital established a new type of paging system for its House Staff. Instead of relying on the lighting or call methods, House officers now receive a personal signal on their pocket-size radio when they are being paged. The paging operator dials the number of the person being called on a special telephone, and the message is transmitted to the proper House officer by a "beep-beep" signal which is his cue to call the switchboard and receive the complete message.

No longer do we hear the familiar names called in the dining room. Instead, if you are seated near a House officer who is being paged, you will hear the "beep-beep" tone directed to him. It can reach him wherever he may be in the Hospital, thus eliminating the many areas where their is no visual or vocal paging system established.

Recently our switchboard received a call asking that Dr. Sachar be paged. "Why, this is Dr. Sachar, isn't it?" asked the alert operator. "Yes," he replied, "but I have misplaced my beeper and if you signal me, perhaps I can locate it." Within seconds Dr. Sachar and his radio were reunited

The Maintenance Department, many of whose employees are also equipped with pocket radios because of their roving activities throughout the Hospital, has responsibility for repairing and servicing the instruments.

FRED SILVERSMITH, ELECTRICIAN, DEMONSTRATES THE POCKET RADIO TO DR. GEORGE E. EHRLICH, ASSISTANT RESIDENT.

The Beth Israel Hospital received widespread newspaper and radio publicity during the first week of operation of the new system, since it was the first institution of its kind on the eastern coast to adopt the new paging apparatus. Comments and inquiries were received from as far west as Wisconsin from hospitals and commercial establishments. The system was heralded by the local press as "the space ship era . . . in hospitals."

YOUR HEALTH SERVICE

As some of you may have noticed, the Employees' Health and Nurses' Health Clinics have been combined. The new clinic is now known as the Health Service, and it is located in the basement of Kirstein Hall.

Dr. James Feeney is the director of the Health Service. Mrs. Eliza Brillard is nurse-supervisor, and Mrs. Hazel Provan is secretary.

The Health Service is available to all employees of the Hospital to help them with their medical problems. House Officers, student nurses, and student dietitians may receive comprehensive medical care. Hospital personnel will, of course, obtain their usual medical care from their private physicians, or may avail themselves of the facilities of the Out-Patient Department if they are financially limited.

Some of the medical services offered by the Health Service are:

(1) pre-employment physical examinations for all employees;
(2) medical care for acute illness occurring when at work;
(3) yearly chest films for all employees;
(4) bacteriological studies on certain categories of personnel, such as food handlers and nursery personnel;
(5) certain hematological studies for persons exposed to ionizing radiation;
(6) follow-up care for on-the-job injuries;
(7) examination of persons returning to work after three or more days of illness.

When an on-the-job injury occurs, the person should go immediately to the Emergency Ward, on the first floor of the North Building, for medical attention. Such attention should be sought in all cases of injuries, whether minor or major.

Medications may be purchased at the OPD Pharmacy when prescribed by the Health Service. Massachusetts law permits a hospital to issue medications only when ordered on the hospital's own prescription form. It is, of course, illegal for the Health Service or any physician to re-write another physician's prescription.

The Health Service may request diagnostic procedures in connection with conditions treated by the Service. It cannot, however, request such procedures on referral from other physicians.

The Health Service is open Monday through Friday from 8:30 A.M. to 4:30 P.M., with a physician available from 8:30 A.M. to 12:30 P.M. Employees should not use the Emergency Ward in the afternoons for routine medical problems. If they will contact the Health Service (Ext. 348 or 358), the nurse will make necessary arrangements for medical care.

The Health Service is a relatively new facility in the Hospital, and has a big job ahead. Its potential clientele is composed of approximately 1300 people at the Hospital. Many of them did not have an opportunity for a pre-employment physical examination, and high on the list of tasks for the Health Service is arranging for such persons to be given their physical examinations.

Meet The Family

DOROTHY BERNSTEIN, R.N.

Known to her friends as Dotty, Dorothy Bernstein, OPD Nursing Supervisor, is an attractive, dark-haired, ever-smiling young woman, who has been affiliated with the Beth Israel Hospital Nursing Service since she completed her training. "As long as I remember, I wanted to be a nurse," she remarked when asked why she had chosen her profession. Only her youth prevented her from entering the School of Nursing immediately after high school graduation. The intervening year was spent at a clerical school where she became more than ever convinced of her choice.

Born in Stoughton, Miss Bernstein received all of her education in Boston, and subsequent to completing the requirements for the School of Nursing, she received a B. S. degree from Boston University.

With the exception of a year and a half as staff nurse at the B. I. and two years in the army, serving in general hospitals in England and Germany during 1944 and 1945, Miss Bernstein has worked continuously in our Out-Patient Department. In addition to staffing the clinics with nurses, seeing patients, and working with other nursing agencies in the community, she is responsible for the teaching and supervision of a large group of student nurses from our own School as well as from Deaconess Hospital, which has no out-patient service.

Miss Bernstein prefers OPD Nursing because of the tremendous satisfactions she derives from working with the patients and their families, and from carrying through their problems from beginning to end.

To those who work with her, this small, energetic lady is a unique person, as we learned from Dr. Harry Derow who has known her since she came to the Out-Patient Department.

"This is one of the nicest things I've ever been asked to do," said Doctor Derow when asked for information about the OPD Nursing Supervisor.

"Dotty is a fine teacher and an excellent organizer who can always be depended upon to see things through. Though continually overworked, she is never too busy to smile. Her self-effacing manner, her eagerness, her sincerity of purpose, and her warm friendliness have endeared her to doctors, patients, students, and colleagues."

Miss Bernstein has the unique characteristic of not only getting along with people herself, but of making others get along with each other. During the entire period of her administration as Nursing Supervisor in the Out-Patient Department, according to Doctor Derow, no situation has ever arisen involving personality conflicts.

"Dotty is a fine human being, of sterling character," he enthusiastically added. "She's one in a million!"

HOW WELL DO YOU KNOW YOUR DEPARTMENT HEADS?

(Correct answers on page 4)

1. The Pathologist-in-Chief is: (a) Dr. Jacob Fine, (b) Dr. Grete L. Bibring, (c) Dr. David G. Freiman.
2. The Patients' Accounts Manager is: (a) Dr. Sidney S. Lee, (b) Miss Natalie Nathan, (c) Vincent L. Godlesky.
3. The Director of Physical Medicine is: (a) Dr. Felix G. Fleischner, (b) Miss Kalla Freiberg, (c) Dr. William Shriber.
4. The Chief Admitting Officer is: (a) Paul Showstark, (b) Mrs. Rose Blayman, (c) Miss Mary White.
5. The Physician-in-Chief is: (a) Dr. Herrman L. Blumgart, (b) Dr. Harold H. Rosenfield, (c) Dr. Sidney Cohen.
6. The Chief Pharmacist is: (a) Vincent F. Gardner, (b) Miss Gertrude Goldstein, (c) Joseph Seligman.
7. The Director of Nursing Service is: (a) Miss Verena Edmunds, (b) Miss Priscilla Belcher, (c) Miss Lillian Aronson.
8. The Director of the Dietary Department is: (a) Mrs. Phyllis Sugarman, (b) Miss Anne Hurevitz, (c) Miss Florence Lynch.
9. The Comptroller is: (a) Harvey L. Shapiro, (b) Edwin R. Johns, (c) Dr. Cecil G. Sheps.
10. The Director of Social Service is: (a) Mrs. Dorothy Richmond, (b) Mrs. A. Makino, (c) Mrs. Beatrice Phillips.

HOLIDAYS OBSERVED

In response to many questions, the following 11 days are observed as holidays at the Beth Israel Hospital:

January 1	New Year's Day
February 22	Washington's Birthday
April 19	Patriot's Day
May 30	Memorial Day
July 4	Independence Day
	Labor Day
	Rosh Hashonah
	Yom Kippur
October 12	Columbus Day
	Thanksgiving
December 25	Christmas

Employees working in departments which must function every day of the year (such as Nursing and Dietary) and who are on duty such holidays will be given equivalent time off, in accordance with the existing practice of their particular department.

Employees will receive all holidays which fall in the normal work week of their department or position. For instance, if an employee works from Monday through Friday, he will not receive time off for a holiday which falls on a Saturday or Sunday.

Employees who are absent on the day before or after a holiday **without authorization from their department head** will not be paid for the holiday.

NEW OFFICERS ELECTED

The following officers of the Hospital were elected at the Annual Meeting on December 16, 1956:

Abram Berkowitz	President
Rudolph H. Wyner	1st Vice President
Isidor Slotnik	2nd Vice President
Samuel L. Slosberg	3rd Vice President
Irwin Benjamin	Treasurer
Louis I. Rosenfield	Assistant Treasurer
Max E. Bernkopf	Secretary

RECORD ATTENDANCE AT HOLIDAY PARTY

Over 700 employees attended the Annual Holiday Party on Thursday afternoon, December 20th, in the Dining Room of the Hospital. The tables were festively decorated, and the lines at the three punch bowls were long and constant. Our thanks to Miss Dorothy Goldberg and her staff for providing delicious and attractive food in such copious quantities.

Two guitarist-folksingers, Bob Keppel and Phillip Pearlman, alternated with Elaine Solon, accordionist daughter of Jerry Solon, in entertaining the group. Miss Elizabeth Linch of Social Service was a charming vocalist who led some group singing.

Mrs. Mabel Josselyn and Mrs. Mabel Tokarczyk were resplendent in camellia corsages, and beamingly received the good wishes of their colleagues for 20 years of service for which they had been honored at the Annual Dinner Meeting of the Beth Israel Hospital on December 16th, where Dr. Jacob Fine, Surgeon-in-Chief, was similarly honored.

SIDNEY R. RABB, RETIRING PRESIDENT, CONGRATULATES MABEL TOKARCZYK, O.R., MABEL JOSSELYN, C.S.R., AND DR. JACOB FINE, SURGEON-IN-CHIEF, ON 20 YEARS OF SERVICE.

Assisting with serving for the party were Lillian Aronson, Sylvia Bailet, Rose Baker, Sylvia Beaders, Helen Berman, Ina Burstein, Martha Domigian, Luellen Edwards, Kayla Edelstein, Diana Federman, Kalla Freiberg, Marian Leventhal, Lorraine Miller, and Doris Seder.

The attractive posters announcing the party were designed by Kathy Wuesthoff, Medical Records Department.

HAVE YOU MOVED RECENTLY?

If you have changed your address and/or your telephone number, please inform the Personnel Department. It is important that their records be accurate.

B. I. NEWS

published bi-monthly for the employees of the Beth Israel Hospital

Elizabeth R. Carson
Editor

Editorial Board

Priscilla Belcher	*Personnel*
James Feeney, M.D.	*Medicine*
Sally Jones	*Nursing*
Sam Racoff	*Purchasing*
Beatrice Stone	*Social Service*
Paul Showstark	*Photographer*

A Look At The Record Room

"Pardon me, miss, is this the Record Room?" inquired a young man one evening, standing at the door of the Medical Record Department. "Yes," replied the evening typist, "may I help you?" "I'd like some rock-and-roll records," was the immediate answer!

The Medical Record Department contains 180,000 records in its files—and 120,000 additional ones in the Out-Patient Record Room—and not a rock-and-roll among them! The sounds you hear coming from that busy department are not those of music, but the rapid and steady tapping of typewriter keys, the sounds of doctors dictating, and the moving back and forth of the many filing drawers holding patients' records.

How is so much information accumulated? In the first place, it is the responsibility of the attending physician or house officer caring for the patient to record his observations and findings. Also filed with the patient's record are x-ray and laboratory reports, medical history, personal and statistical information about the patient and his family—in short, any material that will be of help in treating the patient.

Why is it accumulated? So that on any subsequent visit to the Out-Patient Department or admission into the Hospital, the doctor and his assisting staff will have a complete picture of the patient and his previous illnesses. Thus, at any time that a patient is admitted, day or night, his complete record is on file, and the facilities of the Medical Record Department are always accessible.

Why are so many numbering systems used for each record? An important function of the Medical Record Department is the maintenance of a **diagnostic index** on each record. Every disease and every surgical procedure is coded with an appropriate number indicating the type of illness. This is necessary because of the important role of patients' records in the research activities of the hospital.

Suppose, for example, that our laboratories undertake a study of cancer of the throat. The investigator making the study goes to the Medical Record Department and asks for the records of all patients who have ever been treated in this hospital for cancer of the throat. Because they all have the same code number, it is a relatively simple process to comply with the request.

Medical record departments are frequently called upon by insurance companies and attorneys to verify diagnoses in relation to insurance claims. Because of the extremely confidential nature of all the material handled by the department such information is released only on written authorization of the patient.

In addition, other hospitals and physicians who may be treating patients formerly known to this Hospital request medical records, and it is accordingly extremely important that all information be accurately recorded. Patients' records are released only to authorized hospital personnel, thus assuring the patient of the privacy to which he is entitled.

A VIEW OF THE OPD RECORD ROOM

A BUSY MOMENT IN THE HOUSE RECORD ROOM.

Because some records have reached such sizable proportions—three or four volumes, involving almost 1000 pages—a tremendous problem has arisen in finding adequate storage space, since the Commonwealth of Massachusetts requires that all patient records be kept forever. To meet this problem, the Beth Israel Hospital was the first in the country to use the Kard-A-Film microfilm system whereby up

MARY LOU DeSISTO, OPD RECORD ROOM SUPERVISOR, HOLDS A THREE-VOLUME RECORD AND ITS MICROFILMED FACSIMILE.

to 50 pages of typed record can be reproduced onto a 5 x 8 card. Elsewhere on this page a Record Room employee exhibits a three-volume record and its present microfilmed form. When records are microfilmed, consent is secured from the Secretary of the Commonwealth to destroy the originals. A special apparatus is available in the Medical Record Department whereby the microfilmed reports may be illuminated and enlarged for legibility.

Full accreditation of a hospital, which the Beth Israel has, is earned not only by medical, nursing, and dietary services of the highest order, but by meeting the highest standards of keeping medical records, thus emphasizing the close relationship of this department to all patient-care services.

The 23 persons employed in the Medical Record Department are fully aware of their responsibilities for patient care and for research. The Out-Patient Record Room employees know, for example, that no patient can be seen in any of the clinics until an up-to-date record is furnished to that clinic. Keeping records up to date requires many hands, typing, and filing, and many hours of steady work. Although hospital employees work a 40-hour week, patients are cared for 168 hours a week, or 24 hours every day. Aware of their obligations, the employees of this department frequently work evenings and weekends in an effort to keep up with the steady flow of dictation from House officers and visiting staff.

The Medical Record Department has two locations: the first, for in-patients, is located on the first floor of the North Building across from the Personnel Department; and the second, for out-patients, in the basement of the Out-Patient Building, directly below the Out-Patient Pharmacy.

Mrs. Dorothy Richmond is the Director of the Medical Record Department. She holds the degree of Registered Record Librarian, which qualifies her for her position. Not only has she met the professional qualifications necessary for the degree of R. R. L., but in addition, one that is listed in a book of job descriptions—"ability to stoop." A visit to the Medical Record Department will demonstrate the need for such a qualification!

Mrs. Richmond speaks with pride of "her girls" and of their dedicated interest in the work they are doing and of their understanding of the important relationship between their jobs and the health of the community. Likewise do the girls take pride in their director and in the department she supervises. Recently, one of the Record Room employees was hospitalized elsewhere, and as soon as she was physically able, she insisted on being wheeled to that hospital's record room. "The equipment was modern, and the lighting was much better," she reported, "but the B. I. Department is the best!"

TO ALL CAR OWNERS!

During the winter months when we are faced with frequent snowstorms, your cooperation is earnestly sought. Heavy snowfalls present grave problems to our Maintenance staff, and the work of snow removal cannot be successfully carried on unless parking regulations are followed.

The best plan, of course, is to leave your car at home under such circumstances. However, if you do drive, please park in the rear of the South Building. Remember that lanes must be kept open for fire apparatus, deliveries, and emergencies. Vehicles parked in hazardous positions will be towed away in the interest of patient safety. Please lock your car at all times.

Do your share by observing the regulations!

WANTED! WIRE COAT HANGERS

If you have any wire coat hangers which you no longer need, please bring them in to our Laundry. They are needed for uniforms.

INCOME TAX—

Continued from page 1

(A) He received any income of the following kinds: (1) taxable annuities, (2) taxable gains from dealings in stocks, bonds or other intangible property, or (3) taxable interest or dividends.

(B) His gross income from all sources (whether or not taxable) was over $2,000.00.

The state return must be filed with the Commonwealth of Massachusetts, Department of Corporations and Taxation, on or before April 15, 1957.

As far as practical, the forms for filing your tax are mailed directly to you. Additional forms may be obtained from the Internal Revenue Service Office (Federal) and Massachusetts Department of Corporations and Taxation (State). You may also obtain additional forms for Federal and State Returns at most banks and Post Offices.

Printed instructions are available to help you prepare your own return. If you need help, you can obtain it by phoning or visiting any Federal or State Internal Revenue Service office.

JOSEPH D. CLANCY
Accounting Department

MAINTENANCE DEPARTMENT FETES CHILDREN

On Friday morning, December 21, the members of the Maintenance Department gave their annual holiday party for the patients in the Pediatric Ward, with Vasily Shade, a Housekeeping employee, acting as Santa Claus.

MAINTENANCE DEPARTMENT PERSONNEL HOLD HOLIDAY PARTY FOR PEDIATRIC PATIENTS.

The children were brought into the playroom and there the members of the Maintenance Department distributed their gifts of games, dolls, toys, fruit, nuts, candy, and ice cream. The ward was appropriately decorated with balloons, crepe paper, and holiday cut-outs, and the usual sounds of crying and whimpering so familiar to a hospital children's ward were replaced by sounds of laughter and gaiety.

Congratulations to the Maintenance Department for their thoughtfulness and unselfishness in bringing happiness to the children instead of holding the customary department celebration.

THE CHAPEL

The Chapel of the Hospital is located on the first floor of the South Building, just below the Information Desk. It was dedicated on May 18, 1952, and was the gift of Dr. Louis E. Wolfson, a member of our medical staff, in memory of his parents.

The atmosphere of this dignified sanctuary with adjacent reading room provides a quiet place for anxious families and friends who may wish to use this room for meditation and prayer.

The door of the Chapel is always open, and employees are urged to bear in mind the purposes for which it is intended and to refer to it any visitors who they think might benefit from its peaceful air.

ORIENTATION MEETINGS

Beginning in February, regularly-scheduled Orientation Meetings and Tours will be held for new employees. The meetings will be conducted by the Personnel Director, the Public Relations Director, and representatives of Administration. They will be designed to acquaint employees with the Hospital, its history, program, policies, and programs.

The tours will be designed to give a capsule view of various areas of the Hospital, including the Main Kitchen, Central Supply, Maintenance, Occupational Therapy, Laboratories, X-ray, etc. Tours will be conducted in two half-hour sections so that employees who cannot attend the full tour may participate on two different occasions. Tours are open to all employees, who should sign up on the forms which will be provided for each department. The following is the regular schedule for tours and orientation meetings:

Orientation Meetings

2nd Tues. of month, 3:00 to 4:00 P.M.
4th Wed. of month, 2:00 to 3:00 P.M.

Tours

1st Tues. of month, 3:00 to 4:00 P.M.
3rd Wed. of month, 2:00 to 3:00 P.M.

What's Going On?

ACCOUNTING: Rosalind Dorfman left on January 4th to be married on January 13th.

* * *

ADMINISTRATION: Welcome to Esta Cohen and Dorothy Marnocha, two new secretaries.

* * *

CLINICAL PATHOLOGY: Arline Ekman is in Georgia taking a month's course in medical micology, sponsored by the U. S. Public Health Service. A speedy recovery to Aileen Dowd of the Chemistry Lab., who fractured her ankle. Barbara Barsky has left to await the birth of a new arrival. Welcome to two newcomers, Cecilia Baldassini from Colombia, South America, and Beatrice Friedland.

* * *

DIETARY: Recently-returned travelers are Irma Hofmanis who visited in Leavenworth, Kansas, and Wilhelmina James, who traveled home to Jamaica, West Indies, for the holidays. Adele Dronsick has been appointed to the committee of the National League of Nursing for the revision of achievement tests in Nutrition and Diet Therapy. Dorothy Goldberg and Carmella Clemente lectured recently at Simmons College on Jewish and Italian food habits. Elizabeth Robinson celebrated her 10th anniversary with the B.I.H. family this month. A speedy recovery to Pearl Yellen who underwent a tonsillectomy. Sympathy is extended to Anna Flynn on the loss of her daughter-in-law.

* * *

HOUSEKEEPING: Ben Butler, our night supervisor, and his wife had the happiest Christmas in years; they adopted a boy who joined his new family just a few days before Christmas Eve. Ben is well known and liked by everyone, and certainly appreciated by all who need his assistance at night. Mrs. Miriam Wood, Head Stitcher in the Sewing Room, became grandmother of twin boys on December 27th.

* * *

MAINTENANCE: Helen Swartz has been basking in the tropical sun at Miami Beach. Vincent Gardner has been elected President of the Hospital Plant Engineers Club. And congratulations to the Maintenance Department on the handsome green uniforms being worn by its employees.

* * *

NURSING: Congratulations to Nurses' Aides, Claire McCarron and Jean Gupton, on baby daughters, and to Abby McCray on a baby boy. All three mothers are back on the job. . . . Welcome to new Nurses' Aides Dagmy McKay (former Laundry worker), Pearl Solomon (just returned from two years in the WAC), and to Floor Secretaries, Evelyn Bennett (former Page), Betty Dray and Viola Grant (former Nurses' Aides). . . . Happy holidays were spent by Leola Morris, Floor Secretary, in Birmingham, Ala., and Agnes Wolcott, Nurses' Aide, in New York. . . . Wedding bells for Elizabeth Howard, now Mrs. E. Freeman. . . . Glad to have Augustus Randolph, orderly, back after his recent hospitalization.

* * *

OUT-PATIENT DEPARTMENT: Welcome to Eleanor Cadden and Beverly Smith, new employees.

* * *

PATHOLOGY: Congratulations to Edith Berman Finkel on her marriage December 2nd. Nancy Kaplan spent New Year's in New York and had a gay old time, and Polly Moffette did some skiing at Mt. Washington, New Hampshire, over the New Year's weekend. Welcome to Dr. Edward Israel and Dr. William Rachlin who are now assigned to Pathology. Sorry to see Mary O'Leary go, but good luck on her new job! Dr. Joe Suyemoto has returned after a two-week vacation with his family in Cincinnati, Ohio.

* * *

RADIOLOGY: Patricia DiVincenzo, former student x-ray technician, has been appointed to the permanent staff of x-ray technicians. The department welcomes another student technician, George Lewis. Best wishes for a speedy recovery to Luellen Edwards, file clerk, who recently fractured her ankle.

* * *

SOCIAL SERVICE: Welcome to Diana Foster, Case Aide. Mrs. Beatrice Phillips entertained the staff at her home on December 9th. Susan Masters spent the holidays in Pennsylvania, and Rachel Blumenstein in New York. Susan Masters presented a paper entitled "A Glimpse of Current Medical Social Work Practice" at a recent meeting of the Medical Social Work Section of the Eastern Massachusetts Chapter of the National Association of Social Workers in Boston. Welcome back from vacation to the six social work students.

* * *

STUDENT NURSES: Wedding bells for Joan Turner Banks, Muriel Velleman Baum, Beverly Tankel Brotman and Annie Williams Jones. . . . Big cake sale on February 8th in the lobby of the Hospital. Come "buy"! . . . Valentine dance will be held in the rec. room of Kirstein Hall. . . . Pre-clinical had a recent ski trip and now are planning a spaghetti supper.

* * *

SWITCHBOARD: On a recent quarterly test made by the telephone company, the Switchboard received a perfect score on promptness, accuracy, courtesy, and clarity of voice. The tests are made without the prior knowledge of the operators, and at times of greatest activity. While our operators have always been commended by the company for their performance, this is the first time they have received a perfect score. Congratulations, ladies, on a difficult job well done! The slight British accent that may be detected in one of the operators belongs to Mrs. Florence Brokaw, originally from England. The Switchboard thanks everyone for the cards and gifts received during the holiday season.

NUMBER, PLEASE?

The next time you receive your pay check, be sure to look at your Social Security number which appears on the stub. If it is not correct, please advise the Personnel Department at once.

CORRECT ANSWERS TO "HOW WELL DO YOU KNOW YOUR DEPARTMENT HEADS"

1. (c); 2. (b); 3. (c); 4. (b); 5. (a); 6. (c); 7. (a); 8. (b); 9. (b); 10. (c).